

Completing an Online Application as a Non-Admitted Student

1. Go to the SOU [Online Admissions Login](#) page.
2. Click on **First time user account creation**.
3. Create a Login ID and a 6-digit PIN number. Enter them in the applicable boxes and click on **Login**.

Note: The Login ID is used only to access the application form (in case you don't complete it all at one time.) After your application is processed, you will be assigned a different ID and user name for logging into other SOU Systems. The PIN you designate is used to access the application. You will also use it this PIN the very first time you log into SISWeb, the SOU student registration system.

4. Click on the drop-down arrow for **Application Type** and select **Non-Admitted Undergraduate** (or **Non-Admitted Graduate**, as applicable).

Select an Application Type

HELP

To Apply for Admissions, first select the Application Type you want to complete. Click on the Help link for directions on selecting the correct Application Type.

Application Type: Undergraduate

Continue

NOTE: The type defaults to Undergraduate. This refers

to someone who is applying for formal admission as an undergraduate. So be sure to select the correct Non-Admitted category, as you will not be able to go back and change the type once you begin. Click on the **HELP** link near the top of the screen for an explanation of each category.

5. Click on **Continue** and complete the remaining screens as instructed. Note the following:
 - If you need assistance at any point, click on the **HELP** link near the top of the screen.
 - To pause and complete the application at a later date, click on the **Finish Later** button at the bottom of the Application Checklist page. (Remember your Login ID and PIN.)
 - There is no application fee for Non-Admitted students.
6. When all sections of the application have been completed, click on **Application is Complete**.

7. When the Signature Page appears, **write down your Student ID number** and keep it in a safe place.
8. Click on the **Access Web for Student** button at the bottom of the screen.

Signature Page

Welcome to Southern Oregon University. You have been successfully processed. Check the Preregistration link at [www.sou.edu/registrar/Registration Timetable](http://www.sou.edu/registrar/Registration%20Timetable) to register.

If you are eligible to register for classes now, click on the Register for Classes button below. Enter your Student ID and Personal ID. Your student ID is: 123456789. Your Personal ID is: 123456789. This is the one you used to create this application.

To register for classes later, go to [www.sou.edu/registrar/Registration Timetable](http://www.sou.edu/registrar/Registration%20Timetable). Once in the Web for Student (SISWeb) system, click on the Registration link, and then the Add to Cart button.

Questions about registration may be directed to the Registrar's Office. The Registration Center is open from 9:00 A.M. to 5:00 P.M. Please print this page for future reference.

Access Web for Student

9. On the Login Verification screen, enter your application PIN number in the first box.
10. Enter a new PIN in the remaining boxes and click on **Login**. Be sure to remember your new PIN, as you will need it to access SISWeb in the future.
11. Select or enter a security question and answer (in case you forget your PIN) and click on **Submit**.
12. Click on **Continue** to register for courses (if you're eligible) or on **Exit** to register later.

Note: Please read [instructions](#) before registering for courses.